

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
Canc: frp Nov 2003

BUPERSNOTE 5216
PERS-013
22 Nov 2002

BUPERS NOTICE 5216

Subj: SIGNING OF CORRESPONDENCE "BY DIRECTION" FOR CHIEF OF
NAVAL PERSONNEL (CHNAVPERS)

Ref: (a) SECNAVINST 5216.5D

Encl: (1) Listing of Billets/Positions Authorized
"By direction" authority of Chief of Naval Personnel
(CHNAVPERS)

1. Purpose. To authorize incumbents of billets/positions within Bureau of Naval Personnel (BUPERS) to sign routine correspondence and reports "By direction" of Chief of Naval Personnel (CHNAVPERS) per guidance contained in reference (a).

2. Preface

a. These guidelines do not cover who will sign correspondence in every possible situation; however, they do cite specific types of correspondence that require signature by CHNAVPERS. General rules and guidelines for signing other types of correspondence are also provided.

b. Reliance must be placed on good judgment and common sense of those in the command who are responsible for proper preparation and signing of correspondence. Where there is any doubt, correspondence should be forwarded for signature to a person higher in the chain of command. This procedure will keep those at higher levels informed and, at the same time, show proper courtesy to the recipient of the correspondence.

3. Action. CHNAVPERS will sign all official correspondence that

a. establishes policy.

b. centers on the command's mission or efficiency and is addressed to higher authority.

c. is required by law or regulation to be signed personally by CHNAVPERS.

4. Delegation of Authority

a. Except as otherwise indicated above, Assistant Chiefs, Navy Personnel (ACNPs), Special Assistants (SAs), and Staff Office Directors (SODs), as listed in enclosure (1) are authorized to sign official correspondence "By direction" on matters within their area of responsibility.

b. Acting Chief of Naval Personnel. When CHNAVPERS is absent for an extended period of time, the temporarily succeeding officer will sign official correspondence and the word "Acting" will be typed below the typed name. Example:

A. B. SEA
Acting

c. Signing "For" an absent ACNP, SA, or SOD. There are occasions when documents are in final form and the official that would normally sign the document is absent. Rather than retyping the document and rerouting for concurrence, the acting official may sign the document with their name and the word "for" before the typed name of the regular signing official. This should be used only when a delay would fail to meet a crucial deadline.

5. Authorization

a. Per reference (a), the incumbent of each billet/position listed in enclosure (1) is granted authority to sign "By direction" official correspondence and other documents originated within the respective department, division, branch, or office.

b. Each authorization listed in enclosure (1) is limited to correspondence within the area of responsibility for each official exercising such authorization, unless good judgment calls for the signature of a higher official. **CHNAVPERS will sign correspondence addressed to higher authorities (Echelon ONE and TWO activities) that are not in BUPERS chain of command.**

c. Because the authority to sign "By direction" of CHNAVPERS is given to a specified billet/position for specific types of correspondence, the authority to sign "By direction" may not be re-delegated.

d. ACNPs, SAs, and SODs may authorize the use of an electronically generated or pre-printed form letter with an electronically or pre-printed signature over the words "By direction" in routine, repetitive cases where it is appropriate and more practical than to require the originator to sign individual form letters. Electronically generated form letters are preferable to the pre-printed form letter and should be used to the maximum extent possible; however, if the electronic form letter is not practical the printing requisition for the pre-printed letters will carry a signed certification of approval by the authorizing official.

6. Signatures

a. The signature of the signing official will be followed by typed or stamped name, title, and "By direction" as indicated below:

(1) Assistant Chiefs

Name
Assistant Chief
Military Personnel Plans and Policy (PERS-2)
By direction

(2) Special Assistants

Name
Inspector General (PERS-00K)
By direction

(3) Staff Office Directors

Name
Administrative Office (PERS-01)
By direction

b. On "MEMORANDUM FOR" format correspondence, signature of the signing official will be followed by typed or stamped name and billet/position title; "By direction" will not be indicated.

c. On "Business" format correspondence, signature of the signing official will be followed by typed or stamped name, billet/position title, and "By direction of the Chief".

7. Changes to List of Billet/Position Listing. Request for changes to enclosure (1) will be submitted via E-Mail to Director, Directives & Records Management (PERS-013) by ACNPs, SA, SODs or their designated representative.

8. Cancellation Contingency. This notice may be retained for reference purposes. This notice will remain in effect until superseded by another notice on the same subject.

G. L. HOEWING

Distribution:

BUPERSINST 5218.3F

Lists 1A, 1B and 2A

**LISTING OF BILLET/POSITIONS
AUTHORIZED "BY DIRECTION" AUTHORITY OF
CHIEF OF NAVAL PERSONNEL (CHNAVPERS)**

Incumbents of the below listed billets/positions are granted authority to sign "By direction" of CHNAVPERS official correspondence and other documents within their respective area of responsibility concerning routine matters connected with the billet/position. Restrictions or specific authorization pertinent to a particular billet/position are listed.

ASSISTANT CHIEFS NAVY PERSONNEL (ACNPs)

PERS CODE	BILLET/POSITION TITLE	RESTRICTION:
7	Assistant Chief, MPN Financial Management	All correspondence within the responsibility of the MPN Financial Management's Office

SPECIAL ASSISTANTS (SAs)

PERS CODE	BILLET/POSITION TITLE	RESTRICTION:
00A	Executive Assistant	All correspondence within the responsibility of the Executive Assistant
00B	Deputy Chief of Naval Personnel	All correspondence within the responsibility of the Deputy Chief of Naval Personnel
00F	Flag Officer Mgmt & Distribution	All correspondence within the responsibility of the Flag Officer Mgmt & Distribution's Office
00G	Command Career Counselor	All correspondence within the responsibility of the Command Career Counselor's Office

SPECIAL ASSISTANTS (SAs) (Cont'd)

PERS CODE	BILLET/POSITION TITLE	RESTRICTION:
00H	Equal Opportunity Advisor	All correspondence within the responsibility of the Equal Opportunity Advisor's Office
00K	Inspector General Matters Advisor	All correspondence within the responsibility of the Inspector General Matters' Office
00L	Legal Advisor	All correspondence within the responsibility of the Legal Advisor's Office
00M	Command Master Chief	All correspondence within the responsibility of the Command Master Chief's Office
00N	Navy Survey Policy Office	All correspondence within the responsibility of the Navy Survey Policy's Office
PAO	Special Assistant for Public Affairs	All correspondence within the responsibility of the Public Affairs' Office
00Q	Quality of Life Liaison	All correspondence within the responsibility of the Quality of Life Liaison's Office
00R	Center for Career Development	All correspondence within the responsibility of the Center for Career Development's Office
00S	Secretariat	All correspondence within the responsibility of the Secretariat's Office

SPECIAL ASSISTANTS (SAs) (Cont'd)

PERS CODE	BILLET/POSITION TITLE	RESTRICTION:
00X	Special Assistant for Legislative Matters	All correspondence within the responsibility of the Special Assistant for Legislative Matters' Office
00Y	Special Assistant for Claimancy Budget Liaison	All correspondence within the responsibility of the Special Assistant for Claimancy Budget Liaison's Office
00Z	Legislative Matters/Congressional Advisor	All correspondence within the responsibility of the Legislative Matters/Congressional Advisor's Office

STAFF OFFICER DIRECTORS (SODs)

PERS CODE	BILLET/POSITION TITLE	RESTRICTION:
01	Administrative Office	All correspondence within the responsibility of the Administrative Office
02	Resources Management/Comptroller	All correspondence within the responsibility of the Resources Management/Comptroller's Office
03	Manpower & Organizational Plans Office	All correspondence within the responsibility of the Manpower & Organizational Plans Office
05	Public Affairs Office	All correspondence within the responsibility of the Public Affairs Office

STAFF OFFICER DIRECTORS (SODs)

PERS CODE	BILLET/POSITION TITLE	RESTRICTION:
06	Office of Legal Counsel	All correspondence within the responsibility of the Office of Legal Counsel's Office
07	Chief of Information Office	All correspondence within the responsibility of the Chief of Information's Office
08	Civilian Personnel Policy Office	All correspondence within the responsibility of the Civilian Personnel Policy's Office